****

**Request to Miss Mandatory Training**

(Last updated October 2019)



All ARIES cohort training events\* are compulsory for DTP-funded and DTP-associated students. Exceptions will only be made where absolutely necessary: for example, where the success of the PhD is reliant on the student undertaking overseas\*\* fieldwork during a particular season, or where the student is participating in a research cruise that cannot be rescheduled. The dates of DTP training are advertised well in advance of the event, and students and supervisors are expected, as far as possible, to arrange the work of the PhD project (and students’ personal commitments) around these dates. Unauthorised non-attendance at DTP training events (or non-engagement with the DTP’s reporting mechanisms) can lead to sanctions against student and supervisor.\*\*\*

If you wish to request leave not to attend an ARIES cohort training event, please complete the following form.

If your request is approved, you will be asked to either (a) outline how you plan to replace the missed training (for example by attending comparable training at your host institute), or (b) firmly commit to attending the missed DTP training next year. Alternative training should be completed with 6 months of the missed DTP training event; or if this is not possible, firm arrangements should be put in place within 6 months to ensure the completion of the training within an appropriate time-frame.

|  |  |
| --- | --- |
| **Student name:** |  |
| **Primary supervisor:** |  |
| **Reason for requested absence** *including the reason why any fieldwork (etc) cannot be rescheduled****:*** |  |
| **Student signature:***An e-signature is acceptable* |  |
| **Date:** |  |
|  |  |
| **Supervisor comments:** |  |
| **Supervisor signature:***An e-signature is acceptable* |  |
| **Date:** |  |

\*EnvEast cohort training events: Induction; Winter School; Year 1 Summer School; Year 3 Summer School. The annual CADA symposium is compulsory for year 2 and 3 students. To ensure the success of other training events, we reserve the right to make them compulsory too.

\*\*It should be noted that students have in the past returned from overseas fieldwork to attend cohort training events, where this has not been prohibitively expensive/inconvenient.

\*\*\*DTP-funded students may have funding for UK travel, training, and conference attendance withdrawn; associated students may be withdrawn from the DTP; engagement of a supervisor’s current and former DTP students with mandatory cohort training is an eligibility criterion for applications for further DTP studentships